

|  |                      |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
|--|----------------------|--|--|--|-----------------|---|-------------------------------------|--|---------------|--|-----------------|--------------------------|----------------------|--------------------------|---------|---|-------------|--------------------------|----------------|--|-----------------|-----------|---------|---|---|--|------|
| Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140088-6<br>REPORTS INVENTORY  |                      |  |  |  |                 | CONTROL NO.<br>100140088-6  |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| PREPARE IN DUPLICATE   |                      |  |  |  |                 | DDS/OTR/OS-7  |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| 1. TITLE OF REPORT (If a fill-in report include Form No.)<br><br>End-of-Course Report  |                      |  |  |  |                 | 2. TYPE OF REPORT<br><table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/></td> <td>STATISTICAL</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>NARRATIVE</td> </tr> <tr> <td><input type="checkbox"/></td> <td>MACHINE-NAME LISTING</td> </tr> </table> |                                     | <input type="checkbox"/>   | STATISTICAL   | <input checked="" type="checkbox"/>  | NARRATIVE       | <input type="checkbox"/> | MACHINE-NAME LISTING |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| <input type="checkbox"/>   | STATISTICAL          |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| <input checked="" type="checkbox"/>  | NARRATIVE            |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| <input type="checkbox"/>   | MACHINE-NAME LISTING |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| 3. FUNCTIONAL AREA   |                      | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/></td> <td>PERSONNEL</td> <td><input checked="" type="checkbox"/></td> <td>TRAINING</td> </tr> <tr> <td><input type="checkbox"/></td> <td>LOGISTICS</td> <td><input type="checkbox"/></td> <td>SECURITY</td> </tr> <tr> <td><input type="checkbox"/></td> <td>MEDICAL</td> <td><input type="checkbox"/></td> <td>FINANCE</td> </tr> </table> |  | <input type="checkbox"/>   | PERSONNEL       | <input checked="" type="checkbox"/>   | TRAINING                            | <input type="checkbox"/>   | LOGISTICS     | <input type="checkbox"/>   | SECURITY        | <input type="checkbox"/> | MEDICAL              | <input type="checkbox"/> | FINANCE | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/></td> <td>ADMIN. GENERAL</td> </tr> <tr> <td><input type="checkbox"/></td> <td>OTHER (specify)</td> </tr> </table> |             | <input type="checkbox"/> | ADMIN. GENERAL | <input type="checkbox"/>   | OTHER (specify) |           |         |   |   |  |      |
| <input type="checkbox"/>   | PERSONNEL            | <input checked="" type="checkbox"/>  | TRAINING   |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| <input type="checkbox"/>   | LOGISTICS            | <input type="checkbox"/>   | SECURITY   |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| <input type="checkbox"/>   | MEDICAL              | <input type="checkbox"/>   | FINANCE  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| <input type="checkbox"/>   | ADMIN. GENERAL       |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| <input type="checkbox"/>   | OTHER (specify)      |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| 4. NO. OF COPIES PREPARED<br><br>5   |                      | 5. FREQUENCY (weekly, monthly, quarterly, etc.)<br><br>As Needed (end of each course)  |  | 6. DISTRIBUTION (No. of components not number of copies)<br><br>2 (Ops School & DDP/TRO) |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| 7. FORMAT (memorandum, form, computer print-out, etc)<br><br>Memo  |                      | 8. ADP PROCESSING<br><table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/></td> <td>YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>NO</td> <td></td> </tr> </table>  |  | <input type="checkbox"/>   | YES             | IF YES GIVE ADP PROCESSING NO.  | <input checked="" type="checkbox"/> | NO   |               | 9. DIRECTIVE AUTHORITY REQUIRING REPORT<br><br>OTR Notice 25-2, March 1961 |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| <input type="checkbox"/>   | YES                  | IF YES GIVE ADP PROCESSING NO.   |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| <input checked="" type="checkbox"/>  | NO                   |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| 10. PREPARING COMPONENT (include lowest level contributing information to report)<br><br>OTR/OS/ST   |                      |  | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)<br><br>0 |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| 12. COST FACTORS   |                      |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| A. MANUAL PREPARATION AND REVIEW COSTS   |                      |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| GRADE  | HOURLY RATE          | X  | HOURS PER REPORT   | =  | COST PER REPORT | X   | TIMES PREPARED                      | =  | COST PER YEAR |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| GS-14  | 11.00                |  | 2.5  |  | 27.50           |   | ca. 60                              |  | 1650.00       |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| GS- 6  | 4.00                 |  | 2  |  | 8.00            |   | ca. 60                              |  | 480.00        |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| B. COSTS OF COMPUTER PRODUCED REPORTS  |                      |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
|  |                      |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| TOTAL COSTS PER YEAR   |                      |  |  |  |                 |   |                                     | 2130.00  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.<br><br>Required by DTR and senior Training Officers and by others to evaluate individual courses. To evaluate otherwise would cost more.   |                      |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| 14. FUTURE GOALS   |                      |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT<br><table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/></td> <td>RETAIN AS IS</td> <td><input type="checkbox"/></td> <td>OTHER (explain)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CHANGE</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>DISCONTINUE</td> <td></td> <td></td> </tr> </table> |                      |  |  |  |                 |   |                                     | <input checked="" type="checkbox"/>  | RETAIN AS IS  | <input type="checkbox"/>   | OTHER (explain) | <input type="checkbox"/> | CHANGE               |                          |         | <input type="checkbox"/>  | DISCONTINUE |                          |                | ESTIMATED SAVINGS<br><table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>MAN-HOURS</td> <td>DOLLARS</td> </tr> <tr> <td align="center">0</td> <td align="center">0</td> </tr> <tr> <td></td> <td align="right">STAT</td> </tr> </table> |                 | MAN-HOURS | DOLLARS | 0 | 0 |  | STAT |
| <input checked="" type="checkbox"/>  | RETAIN AS IS         | <input type="checkbox"/>   | OTHER (explain)  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| <input type="checkbox"/>   | CHANGE               |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| <input type="checkbox"/>   | DISCONTINUE          |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| MAN-HOURS  | DOLLARS              |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| 0  | 0                    |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
|  | STAT                 |  |  |  |                 |   |                                     |  |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |
| 16. DATE OF INVENTORY<br><br>5 October 1970  |                      | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION<br><br>Chief, Operations School/TR   |  |  |                 |   |                                     | 18. EXTENSION<br><br><div style="border: 1px solid black; width: 50px; height: 20px;"></div> |               |  |                 |                          |                      |                          |         |   |             |                          |                |  |                 |           |         |   |   |  |      |

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